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*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 6 June 1960

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FROM :

25X1A

SUBJECT: Comments on [REDACTED] Study of LAS Enrollment of Tutors

1. Procedure is essentially as outlined in [REDACTED] memorandum. 25X1A

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2. [REDACTED] recommendations with respect to financial procedure and records are being implemented.

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3. Procedure for enrolling tutorial students, as described in Paragraph (D), are essentially correct, but it should be added that, prior to the formal request, the department head interviews the person concerned and makes a judgment on the merits of the case. When unusual circumstances are present, the department head seeks guidance from [REDACTED] or, in some cases, from [REDACTED], and the training request is then submitted on the basis of the training agreed to with the department head. 25X1A

4. Up to the present time, the decisions on the enrollment of tutorial students have been made on the basis of the past experience of the department heads with the advice, where necessary, of DC/LT or C/LAS. However, as a result of a study of the tutorial program now in progress, recommendations will be made for some policies governing the types of cases which will be considered for tutorial training. Since we have not had enough experience in tutorial training as yet, any recommendations will of necessity have to be tentative but will probably result in some tightening of the criteria. The final recommendation in [REDACTED] report of assignment of an administrative officer has my endorsement since it would relieve the department heads and [REDACTED] of the necessity of attending to administrative details and leave them free to devote themselves primarily to the substantive aspects of the program. 25X1A 25X1A

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